

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT, PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF GREENVILLE IS AT-WILL.

CITY OF GREENVILLE

POLICY NO. HR-39

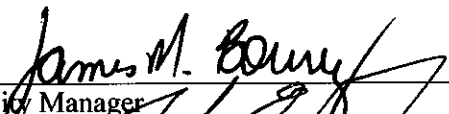
DATE: May 1, 2009

SUBJECT: Alternative Work Schedules

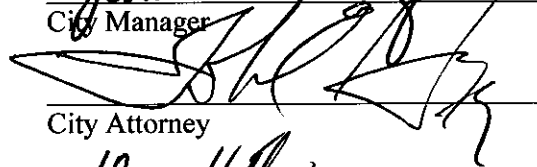
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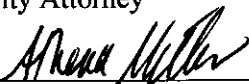
APPROVALS:



City Manager



City Attorney



Human Resource Director

IV. Policy

It is the policy of the City of Greenville to maintain adequate staffing and supervisory levels to accomplish the mission and objectives of the City during normal operating hours. The availability of alternative work schedules is not intended to change a City department's regular hours of operation nor does it alter the responsibility or diminish the authority of department heads to establish and adjust work schedules. Employees will be considered for alternative work scheduling on a case-by-case basis. Alternative work schedules shall be established in a fair and impartial manner to promote economy, effectiveness and efficiency in City operations and to provide the most appropriate work and staff coverage. An alternative work schedule must be in compliance with the Fair Labor Standards Act as well as City and department policies related to overtime. The City reserves the right to modify or eliminate an employee's alternative work schedule if deemed necessary. An employee's proposed work schedule changes must be coordinated with Human Resources to ensure the appropriate employee and organizational notifications are maintained.

V. Procedures

A. Eligibility for and Approval of Alternative Work Schedule Requests

Eligibility for participation in a flexible or compressed workweek schedule will depend on an assessment by the department head that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations.

Each department shall determine which alternative work schedule(s), if any, are available for employees. Such determinations shall be made based upon the operational needs, staffing requirements, service delivery requirements, meeting program goals and back-up coverage needs of the department. The supervisor is responsible for ensuring the department is appropriately staffed and trained in order to satisfy all service needs during normal business hours.

Flexible work schedules are to be considered on a case-by-case basis and will be reviewed on the basis of feasibility and assurance that the department's efficient and effective services will not be interrupted. In no case shall the public's access to City services or the working relationships between departments or outside agencies be curtailed as a result of alternative work schedules. Flexible work schedules must not cause or contribute to the need for additional staff, additional equipment, or for existing staff to work additional overtime hours.

While it is not required that alternative work schedules be uniformly available to all positions in a department, the department head is responsible for ensuring the fair and equitable administration of this procedure to eligible employees. In order to be considered for an alternative work schedule, an employee must meet the following eligibility requirements:

- Employees who have completed their probationary period (or who have special approval from the Department Head)
- Successful job performance
- Satisfactory attendance and timeliness
- Have not received any written disciplinary actions in the past 12 months.

There is no requirement that flexible work schedules be uniformly available to all positions in a department. Certain positions (e.g. Sworn Police and Fire personnel, Communications Specialist, etc.) may not be eligible for an alternative work schedule due to specific and legitimate operational needs, program needs, or the job duties assigned to the position. This should not deter supervisors from approving alternative work schedules for positions where such scheduling is possible and/or would maintain services. Where multiple employees request the use of an alternative work schedule, a method for the equitable allowance should be developed by the supervisor.

B. Requesting and Approving Alternative Work Schedules

If an employee wishes consideration for a flexible work schedule, he/she must submit the request in writing to the supervisor, using the Alternative Work Schedule Request Form (Exhibit A). Alternative work schedules should be established for an extended period of time, and not on a day-to-day basis. The approved agreement must be signed by the employee, immediate supervisor, Department Head, Human Resource Director, and City Manager and the approved form must be submitted to Human Resources before the new work schedule begins.

Departments are encouraged to make reasonable efforts to accommodate employee requests for alternative work schedules, but should recognize that flexible and compressed workweek schedules are considered exceptional arrangements and accommodations. Approval is granted only when the change in working hours will accommodate the effective and efficient operation of the City or department and the employee's work performance will not be adversely affected. This decision is at the sole discretion of the City and is not subject to the grievance procedure.

No work schedule shall be implemented that results in a full-time employee working less than 40 hours during the work week or does not provide the employee with at least a 30 minute unpaid meal break each day. Typically, lunch breaks should be one-hour in duration; however, based on operational need, 30-minutes lunch breaks can be utilized. Employees cannot self-select a 30-minute lunch break.

C. Alternative Work Schedule Options

Alternative work schedules include flex time work schedule, compressed workweek; and job sharing:

1. Flex time work schedule. A flex time work schedule allows for flexible/staggered beginning and end times, within the parameters of 6:00 a.m. and 6:00 p.m. Flextime schedules must designate core work hours. Flextime work schedules do not alter the total number of hours worked in a week. Flexible schedules for a full-time, overtime eligible employee must be based on a 40-hour week. Employees can propose an arrival and departure time, for a total of 8 hours of work per day. For example:
 - 7:00 a.m. to 4:00 p.m. Monday-Friday
 - 9:00 a.m. to 6:00 p.m. Monday-Friday

2. Compressed Workweek Schedule. A compressed workweek schedule allows full-time employees to work longer days for part of the week or pay period, in exchange for shorter days or a day off each week or pay period. Compressed work schedules will only be authorized when a specific business process or operational need warrants such a schedule. Compressed work week schedules must meet the following requirements:
 - Schedules for a full-time, overtime eligible employee must be based on a 40-hour week.
 - Operational requirements must be met as determined by the supervisor.
 - Work performance must be maintained
 - Compressed workweek schedules must be a fixed schedule that does not change from week to week.
3. Job sharing. Job-sharing is an arrangement whereby two or more people are employed, on a part-time basis, to perform a job normally available to one person working full time. Job sharers can be jointly responsible for one entire position or they can handle separate functions of the same job. Hours can be shared by overlapping times, split shifts, or working in different locations at the same time. When two employees are sharing a full-time position, Human Resources must be notified so that each employee's benefits can be prorated appropriately. Compensation for the work performed is apportioned among the persons who share the job. Employees are required to work the hours established for their position.

If an employee desires to work part-time and believes job-sharing may be a feasible option, the employee must discuss the options for job sharing with their immediate supervisor. If the immediate supervisor is supportive of the request for job-sharing, the employee must submit a written request to the department director for approval.

On a case-by-case basis, the department director will approve or deny the job-sharing request based on the work requirements of the City, departmental staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily return to a standard work schedule as needed. The Department Head, in conjunction with the HR Director and City Manager, may suspend or cancel a job-sharing arrangement at any time. Two weeks notice must be given by the City of the employee to terminate a job-share agreement.

D. Additional Alternative Work Schedule Options for Exempt Employees

In addition to the options listed above, additional flexibility may be granted to exempt employees in the following special situations:

- With prior written approval (hand-signature or e-mail approval), if an exempt employee is required to work a full-day on a non-standard workday, they may flex that time throughout the regular work week as long as it is flexed within the same biweekly pay-period.

- In addition to the alternative work schedules listed above, exempt employees also have the option of utilizing a schedule that allows the employee to work (8) 9-hour workdays, (1) 8-hour workday, and one off-day each biweekly pay period.

E. Suspension, Cancellation or Amendment of an Alternative Work Schedule

1. Management's Right to Change Alternative Work Schedule. The City reserves the right to suspend, cancel or amend this policy at any time. A department that has established an alternative work schedule may temporarily suspend, cancel and/or alter the arrangement at any time if work requirements change or service is impaired. Department heads also have the right to temporarily suspend or permanently revert an employee's schedule or an entire division's schedule in order to accommodate training, attendance at conferences, or other special events. Such circumstances will be evaluated on a case-by-case basis. Schedule changes initiated by the supervisor require a minimum of 14 calendar days advance notice unless parties mutually agree to the change.

A department head may require an employee on an alternative work schedule, whose performance has been negatively impacted by such an arrangement or who receives a "below average" or "unsatisfactory" performance evaluation to return to his or her normal work schedule. Employees who receive written disciplinary action must be returned to a normal work schedule.

2. Employee Request to Change Alternative Work Schedule. An employee may also request a change in schedule. An employee may only begin an alternative work schedule at the beginning of a pay period. If an employee wishes to move from one alternative work schedule to another, he/she must complete a new agreement and obtain appropriate signatures. An employee may return to a normal work schedule (Monday through Friday, 8:00 am. to 5:00 p.m.) at the beginning of the following pay period.

Unless extenuating circumstances exist, employees must remain on the same alternative schedule for a minimum of 28 days (2 pay cycles). Switching or beginning an alternative schedule or reverting to a normal work schedule can only occur at the beginning of a pay period. Excessive switching of work schedules will NOT be permitted.

F. Alternative Work Schedules During Weeks with Holidays or Leave Days.

The holiday benefit consists of up to 8 hours of pay per holiday. Unless employees accrue the specified holidays as a floater holiday, regular, full-time employees are paid eight (8) hours of holiday pay on official City Holidays. If employees are utilizing alternative schedules, the direct supervisor and employee should work out a work arrangement for that week that ensures the employee works exactly 40 regular hours throughout the week (including the holiday hours) and that ensures adequate coverage across the department. The same agreements should be made in a week where any type of accrued leave is to be taken. The actual hours and days worked should always be indicated on the timesheet.

For questions or assistance with determining appropriate work schedules on holidays or leave, contact Human Resources.



Exhibit A: Alternative Work Schedule Agreement

Employee Name: _____
Job Title: _____
Department: _____

Proposed Effective Begin Date: _____
End Date (if applicable): _____
Division: _____

In the "Work Times" columns, please fill in the specific hours you propose to work each day; for example, 8 a.m. to noon, 1 p.m. to 5 p.m. Total the number of hours you will work each week in the last row of the "Total Hours" columns. If you are non-exempt (eligible for overtime pay/compensatory time), you may not schedule more than 40 hours during a Saturday-Friday workweek. If your proposed schedule will be identical for both weeks, fill out only the "Week 1" column.

Day	Work Times				
	Week 1	Total Hours		Week 2 (if different from week 1)	Total Hours
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTALS					

I am:

- ☐ Exempt (not eligible for overtime)
☐ Nonexempt (eligible for overtime)

I agree to all terms and conditions listed in the Alternative Work Schedules policy. I believe that my work can be completed within the above schedule with no loss of customer service or disruption to others in my department or to City services. I understand that there is no change in base-pay due to an alternative work schedule. I understand that the approval of an alternative work schedule is a privilege and that failure to abide by the terms and conditions of this agreement, the Alternative Work Schedules and/or the Time & Attendance policies will result in loss of this privilege.

Signature of Employee

Date

Approval Signatures:

- ☐ I approve this request as above.
☐ I approve this request with the following changes:
☐ I deny this request.

Signature of Direct Supervisor

Date

-
- ☐ I approve this request as above.
☐ I approve this request with the following changes:
☐ I deny this request.

Signature of Department Head

Date

-
- ☐ I approve this request as above.
☐ I approve this request with the following changes:
☐ I deny this request.

Signature of HR Director

Date

-
- ☐ I approve this request as above.
☐ I approve this request with the following changes:
☐ I deny this request.

Signature of City Manager

Date
